



Program Facilitator I Job Description

Type of position:

- Full-time
- Part-time
- Exempt
- Nonexempt

Pay: \$25.00

- Salary
- Hourly

Hours: Vary

- On Site
- Flexible Schedule
- Telecommute

Benefits:

- Yes
- No

GENERAL DESCRIPTION

Under the direct supervision of the Program Manager, the Program Facilitator is responsible for the facilitation of model prevention programming and training, curriculum adaptation/development and other direct services related to substance misuse prevention and mental health education including networking across community sectors and supporting community mobilization efforts. The nature of the position involves a fast-paced working environment with multitasking of many different duties and tasks. General daily priorities may change at a moment's notice and the position requires quick response time and flexibility.

ESSENTIAL JOB FUNCTIONS

- o Facilitates substance misuse and/or mental health education programming per funder and curriculum guidelines.
- o Conducts speaking engagements and workshops on prevention issues for the community.
- o Writes prevention articles for parents, school personnel and other targeted community groups.
- o Participates in ongoing program planning, monitoring, implementation, and evaluation.
- o Provides accurate, legible, timely and complete documentation/reports in accordance with agency and funding source requirements.
- o Facilitates the Strategic Prevention Framework with community members.
- o Develops interventions, advocates for change and influences policy development.
- o Facilitates implementation of effective interventions with the aim of sustainability.
- o Increases participation and membership in organized community groups.
- o Works to strengthen positive, effective working relationships throughout the community.
- o Other duties as assigned.

REQUIREMENTS

- o Knowledge of substance abuse and the dynamics of abuse/addictive behaviors and how to identify and refer persons served to higher levels of care, as indicated.
- o Knowledge of school-based and community-based prevention.
- o Familiarity with people and practices within various ethnic and cultural groups.
- o Demonstrates an ability to envision and create programming that is appropriate and beneficial to persons served while being efficient and effective.
- o Demonstrates ability to communicate complex ideas in writing.
- o Demonstrates effective verbal communication and relationship building.
- o Ability to assess program outcomes in a meaningful and objective manner.
- o Demonstrates effective project management abilities.
- o Bachelor's degree in family studies, social work, sociology, psychology, counseling, education, or related field (or) 4 years of experience in listed fields.
- o Bilingual preferred.
- o Minimum 1 year of facilitation and/or training experience.
- o 1st Aid, CPR and Fingerprint Clearance card. (ability to obtain)
- o Reliable transportation.